

CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT

ADDENDUM NO. 1 TO RFP 22-0022-4

**FOR: WEST CHATHAM REGIONAL WATERSHED STUDY**

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**PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHANGES:**

**SEE ATTACHED SHEET FOR *RESPONSES TO QUESTIONS RECEIVED* ( 1 page)**

**NOTE: REPLACE CURRENT *SECTION IV SPECIAL CONDITIONS* WITH THE ATTACHED REVISED SECTION IV SPECIAL CONDITIONS. ( change to Section IV, paragraph 4.1 V, *MBE/WBE LOCAL PARTICIPATION* ) ( 4 pages)**

**NOTE:** All data gathered during the due diligence phase, and which is listed in the tables in the RFP, is available on data storage devices. To obtain one of these, call Bill Nicholson at 912-652-7807 or e-mail at [brnicholson@chathamcounty.org](mailto:brnicholson@chathamcounty.org) and request a copy. Provide the day when you will come to the County Administrative Building at 430 Bull Street and a copy will be left for you at the security desk for pick up.


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**PROPOSAL DUE DATE REMAINS: 5PM, TUESDAY,  
FEBRUARY 8, 2022**

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**THE PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.**

1/28/22  
DATE

  
\_\_\_\_\_  
ROBERT E. MARSHALL  
SENIOR PROCUREMENT SPECIALIST  
CHATHAM COUNTY

## RESPONSES TO QUESTIONS RECEIVED:

1. Q) For the model calibration process, is the rainfall distribution determination methodology utilizing self-installed raingages and stream level gages the preferred method? Or would the use of publicly available rainfall data be considered?  
***A) Utilizing self-installed raingages and stream level gages is the correct method, not publicly available rainfall data.***
2. Q) Do covers/back, table of contents, and forms count towards the 25 page limit?  
***A) No.***
3. Q) On page 8, 2.10 requires a copy of the contractors tax certificate. Is this to be supplied at the time of the contract award?  
***A) Yes, at the time of award.***
4. Q) Should proposals include a sample Certificate of Insurance? Or is this for the selected consultant only?  
***A) Submitting a sample COI is fine but not necessary. The official COI must be submitted by the selected firm at the time of contract award.***
5. Q) Can the project schedule be on an 11x17 sheet?  
***A) Yes.***
6. Q) Can you confirm: do subconsultants only need to provide the forms: Attachment A and D?  
***A) Yes.***
7. Q) Do we need to include DBE certificates for subconsultants, if applicable?  
***A) Yes, provide certificates of M/WBE subconsultants.***
8. Q) Would electronic signatures or scanned copies of the subconsultant forms be acceptable?  
***A) Yes.***

## SECTION IV

### SPECIAL CONDITIONS

- 4.1** Factors such as proponent's relevant experience, reputation, past performance on similar projects, excellence of the team and project manager to be assigned to the project, technical competence, ability to meet program goals, completion within a reasonable time will be considered in the shortlist and contract award recommendations made to the Board for their decision. Commitment in the level of involvement of MBE firms, consultants and employees will also be considered in evaluating proposals.

Firms will be evaluated initially on the basis of the written qualification proposals. Thus, the proposal must be complete, concise and clear as to the capability and intent of the respondent. Further evaluation may include an oral presentation which will be scheduled after receipt of the written qualification proposal.

As such, to maintain competitiveness and to ease evaluation, responses to the RFP must be responsive to the following and presented in this format and order:

- Introduction/cover letter
- Experience in Similar Projects
- Qualifications/Key Personnel
- Project Understanding/Methodology
- Minority/Local Outreach
- References

### **FORMAT ORDER AND GRADING CRITERIA OF RESPONSES TO THE RFP**

NOTE: All qualification proposals will be presented on 8 1/2" by 11" paper, either bound or in a notebook with a maximum of 25 pages, including all items listed above. The information will be tabbed according to each requested section.

**I. INTRODUCTION/COVER LETTER:** You should provide no more than a 2 page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, telephone number and FAX number of one contact to whom any correspondence should be directed.

### **II. EXPERIENCE (30 points)**

1. List of similar projects performed in the last five years with a brief narrative of each project, client, services provided by consultant, value of services, current status on date of completion, project management, client's project manager and phone number. Include a statement as to why it is considered a similar project.

2. Basis of Evaluation;
  - a. Relationship of Experience to this project as it relates to size, quality and relevance.
  - b. Experience following State regulations and requirements.
  - c. Information should be complete.
  - d. Information should be in a clear and concise manner.

### **III. QUALIFICATIONS (30 points)**

1. List of key personnel including project manager along with resumes. Identify person who on a day-by-day basis will be responsible for the work. Identify the key personnel necessary for implementing the project. Describe how key personnel will be involved in project. Describe availability of project manager and key personnel for this project.
2. Basis of Evaluation
  - a. Quality and relevant experience to project and the County goals.
  - b. Does description include all categories and how personnel function within categories?
  - c. Are all potential categories included?

### **IV. PROJECT UNDERSTANDING (25 points)**

1. List key elements of project and how each will be addressed. Show project schedule and personnel needed to implement each phase.
2. Basis of Evaluation
  - a. Is the project discussion and schedule reasonable?
  - b. Are personnel listed adequate to implement the schedule?
  - c. Discuss method and timing of implementing project.

**V. MBE/WBE/LOCAL PARTICIPATION (15 points) The Chatham County Board of Commissioners has adopted a goal of 30% Local and M/WBE participation for all SPLOST projects. Proponents and Consultants are required to meet this goal or provide documentation of their Good Faith Efforts to utilize Local, M/WBE sub consultants. Proponents will be awarded up to 15 points out of 100 based on a strong representation of Local and M/WBE participation throughout its team composition. In addition, points will be awarded to firms who have demonstrated a commitment to employment of minorities or women, especially at the professional level.**

**VI. REFERENCES** References (at least three), including contact, relationship, address and phone number. Note: Chatham County reserves the right to contact any known former clients about your performance.

## **4.2 EVALUATION CRITERIA (STEP 1). Based on requirements in Section V,**

responses will be evaluated by an evaluation committee. While each proponent's proposal will be rated on its merits, the following will be regarded as assumptions applicable to each:

--Responses will follow the format and instructions within each section or subsection (proponents should consider Section V as an outline or checklist).

--Responses should be complete.

--Responses should be presented in a clear and concise fashion.

Difficulty in reading any proponent's proposal because of confusing information, errors or missing information considered as key to a fair evaluation can result in its consideration as not responsive. PLEASE REMEMBER: EVALUATION OF THE QUALIFICATION PROPOSALS WILL DETERMINE WHICH FIRMS ARE SELECTED FOR THE SHORTLIST!

- 4.3 **EVALUATION CRITERIA (STEP 2).** Based on an evaluation of proposals under Step 1, those proponents that make the “short list” (finalists) may be interviewed. If interviews are conducted, they will be scored using the same process as the proposals. **(25 points possible)**
- 4.4 **DISCRETION.** The County shall have sole discretion in evaluating both the responses and qualifications of the respondents. **Please note that the evaluation committee will recommend the firm with the highest score after all steps are complete, but it is the Board of Commissioners which, after consideration of staff’s recommendations, makes the final contract award decision.**
- 4.5 **ASSIGNMENT.** The contractor shall not assign or transfer any interest in the contract without the prior written consent of the County.
- 4.6 **CONTRACT.** The successful respondent will be expected to execute a contract within 30 days of notice of award.
- 4.7 **PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS.** The proponent will perform the project as an independent contractor and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from the County before subconsulting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- 4.8 **CHANGES.** In the event a contract is awarded, the County may, at any time during the contract period, make changes within the general scope of the contract and its technical provisions. Any changes in the project team, including consultants, will require prior approval of the County. At the least, replacements must be equal in experience and preserve commitment to local or MBE participants. If any such change causes any

increase or decrease in the proponent's cost of performing any part of the contract, whether changed or not changed by any such notice, an equitable adjustment shall be made in the contract price, or in the time of performance, or in both, and a written memorandum of such adjustment shall be made. Any claim by the proponent for an equitable adjustment shall be supported by detailed cost and pricing data, which the County shall have the right to verify by audit of the proponent's records or, at the County's election, by other appropriate means. Any claim by the proponent for an equitable adjustment shall be made in writing and prior to proceeding with the additional services or capital investments. The County may accept and act upon claims made later if, in the County's sole discretion, circumstances justify so doing. Nothing in this clause shall excuse the proponent from proceeding with performance of this contract in accordance with its original terms and conditions and any approved changes.

**4.9 TERMINATION OF CONTRACT.** The County shall have the right to terminate any contract to be made hereunder for its convenience by giving the proponent written notice 30 days in advance of its election to do so and by specifying the effective date of such termination. The proponent shall be paid for services rendered and not in question or dispute through the effective date of such termination. Further, provided a contract is awarded, if a proponent shall fail to fulfill any of its obligations hereunder, the County may, by giving written notice to the proponent at issue, terminate the agreement with said proponent for such default. If this agreement is so terminated, the proponent shall be paid only for work satisfactorily completed.

**4.10 ADEQUACY AND ACCURACY.** The professional and technical adequacy and accuracy of designs, drawings, specifications, documents and other work products furnished under contract, will be conducted in a manner of the profession. Where Chatham County must have work done by change order or addition resulting from an error or omission by the Engineer/Architect, the Engineer/Architect shall provide, at no cost to the County, all professional services attributable to the change order. This is in addition to the County's right to recover from the Engineer/Architect damages for the Engineer's/Architect's errors and omissions.